

04M 1-1

21 January 1960

MEMORANDUM FOR: Chief, Cartography Division
Chief, Geography Division
Chief, Map Library Division

SUBJECT: Revised Statements of GRA Mission and Functions

1. Attached for your final review and approval are revised draft statements of mission and functions, as well as organization charts, for your division and branches. All of these statements have been revised in accordance with the standard format adopted by the Office, and include changes made during earlier informal coordination.
2. It is requested that you review these statements and charts, make any necessary changes or additions, and return them to Chief/G no later than COB, 28 January 1960.
3. Statements of mission and functions for ORR as a whole will be issued after all drafts have been approved by the AD/RE and by the Management Staff, DD/S. It is planned to include with each statement an appropriate chart reflecting the formal organization down to branch level and the informal (sectional) organization within each branch. Please give particular attention to the completing of the organization charts to reflect the informal organization of each branch.

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Chief, Geographic Research

Enclosures:

Mission and Functions Statements
Organization Charts

Distribution:

Orig -- Ch/D/GC
1 -- Ch/D/GG
1 -- Ch/D/GL
2 -- Ch/G

ORR:Ch/G:JAB:jmc/4797(21 Jan 1960)